

S-E-C-R-E-T

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OTR

OFFICE OF TRAINING REGULATION NO. 25-2

9 May 1958

SUBJECT: Establishment of OTR Courses

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*OTR Reg. 25-2*  
*3/24/61*

1. GENERAL

This regulation identifies the responsibilities of School and Staff Chiefs with respect to establishing or revising OTR courses.

2. RESPONSIBILITIES

a. School Chiefs are responsible for developing OTR courses within their respective training jurisdictions.

b. The Chief, Plans and Policy Staff, is responsible for reviewing the objectives and scope of OTR courses for Agency and Office policy implications.


c. The Chief, Assessment and Evaluation Staff, is responsible for developing psychological services appropriate to OTR courses.

d. The Chief, Support Staff, is charged with providing general administrative and support services for OTR courses in such matters as finance, classroom space, supply, transportation, reproduction, and training aids.

e. The Registrar is responsible for organizing and providing information, registration, and records services for OTR courses.

3. COORDINATION

To assure effective support of OTR courses, the Registrar is charged with the further responsibility of determining that provision has been made for the establishment, scheduling, and announcement of the courses, the registration and evaluation of students, and accreditation of the training. Responsible officials will notify the Registrar when courses are to be established or revised and keep him informed on matters of significance at all stages of development.

  
MATTHEW BAIRD  
Director of Training

Distribution:

School, Staff, Branch Chiefs  
and Chief Instructors

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